



TANZA WATER DISTRICT

CONSTRUCTION WORKS AND IMPLEMENTATION CONTROL
PROCEDURE

Type of Document: Quality Management System Procedures

Document No. TWD-QP-CMD-001 Rev. no. Ø Page 1 of 9

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
NOV 04 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	CMD

Prepared by:

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Approved by:

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General Manager

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Tanza Water District

Registration Mark:

OCT 27 2016

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Tanza Water District

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1.0 OBJECTIVE

To establish the procedure on the appropriate process of project implementation.

2.0 SCOPE

This procedure is applicable to the implementation of approved projects of Tanza Water District (TWD) up to project completion.

3.0 DEFINITION OF TERMS

- 3.1 Disinfection – refers to the injection of chlorine to water-filled pipeline reach 50ppm residual for a period of at least 24 hours.
- 3.2 Flushing – refers to the reducing of chlorine residual to allowable 0.3ppm after the disinfection of pipeline .
- 3.3 Blow-off – refers to the appurtenance wherein unwanted or chlorinated water is released.
- 3.4 Fire Hydrant – refers to appurtenance wherein fire trucks used to tap their pump during emergency or filling up of tanks.
- 3.5 SDR – Standard Dimension Ration refers to the classification of polyethylene pipe according to water pressure capacity rating.
- 3.6 Pipe Diameter – refers to the effective diameter (nominal) of pipe.
- 3.7 CMD- Construction and Maintenance Division.
- 3.8 WRPDD- Water Resources Planning and Design Division.
- 3.9 CASD- Customer Account and Services Division.

4.0 REFERENCE DOCUMENTS

- 4.1 LWUA Inspector's Construction Manual
- 4.2 Disbursement Control Procedure
- 4.3 Engineering Design Control Procedure
- 4.4 Procurement Control Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The General Manager shall be responsible for the selection of project supervisors and contractors, contractors are chosen thru Request for Quotation.

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- 5.2 The Officer-in-Charge Construction and Maintenance Division (CMD) and Project Planning and Development Officer-B (PPDO-B)shall be responsible for the full implementation of the project.
- 5.3 The Project Planning and Development Officer-B (PPDO-B) and Senior Water Maintenance Man B (SWMM-B)shall be the responsible for the monitoring of the project, and shall accomplish the daily monitoring form.
- 5.4 The Engineering Aide shall be the responsible for the construction works in the project.
- 5.5 The Water Resources Planning and Design Division (WRPDD)shall witness the flushing and interconnection activity of the project.

6.0 PROCEDURE DETAILS

6.1 Project Implementation for New Pipeline and Rehabilitation of Pipelines by Administration

Process Flow	In-charge	Process Description	Records
<div>Start</div>			
<div>Request of Materials</div>	PPDO-B/OIC-CMD	Shall prepare request for the availability of materials needed in the projects. <i>Note:</i> Procurement of materials shall be in accordance with Procurement Control Procedure.	Request Form/ Purchase Requisition
<div>Securing Documents / Permits</div>	General Manager/ OIC-CMD/PPDO-B	Shall secure permits from government agencies for projects affecting roads and highways. <i>Note:</i> Written notice for implementation shall be made for local government units.	Permit / Received written notice
<div>A</div>			

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<div>A</div>			



Construction Works and
Implementation Control Procedure

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<p>A</p>			
<p>Selection of Contractor</p>	<p>General Manager/ OIC-CMD/PPDO-B</p>	<p>Shall assign work to accredited contractor/s for the project. The selected contractor/s shall be included in the existing accredited contractors of the company.</p> <p>Note: Quotation for labor is not required for this particular procedure for there is an existing labor cost as per policy of the agency.</p>	<p>List of Accredited Contractors</p>
<p>Coordination Meeting</p>	<p>General Manager/ OIC-CMD/PPDO-B /SWMM-B</p>	<p>Shall conduct a meeting with the selected contractor and supervisors to discuss all the scope of work included in the implementation of the project.</p>	<p>Minutes of the Meeting</p>
<p>Project Monitoring</p>	<p>OIC-CMD/ PPDO-B/SWMM-B/ Engineering Aide</p>	<p>Shall regularly monitor the implementation of the project and shall submit project accomplishment report every two (2) weeks from the start of the project.</p> <p>Note: A daily accomplishment form for the monitoring of the project includes the weather chart.</p>	<p>Daily Monitoring Report / Project Accomplishment Report</p>
<p>Disinfection</p>	<p>OIC-CMD/ PPDO-B/SWMM-B/ Engineering Aide</p>	<p>Shall disinfect pipelines with 50ppm chlorine residual after 24 hours chlorine retention on pipelines.</p> <p>Note: See Work Instruction for Disinfection</p>	<p>Disinfection Report</p>
<p>B</p>			

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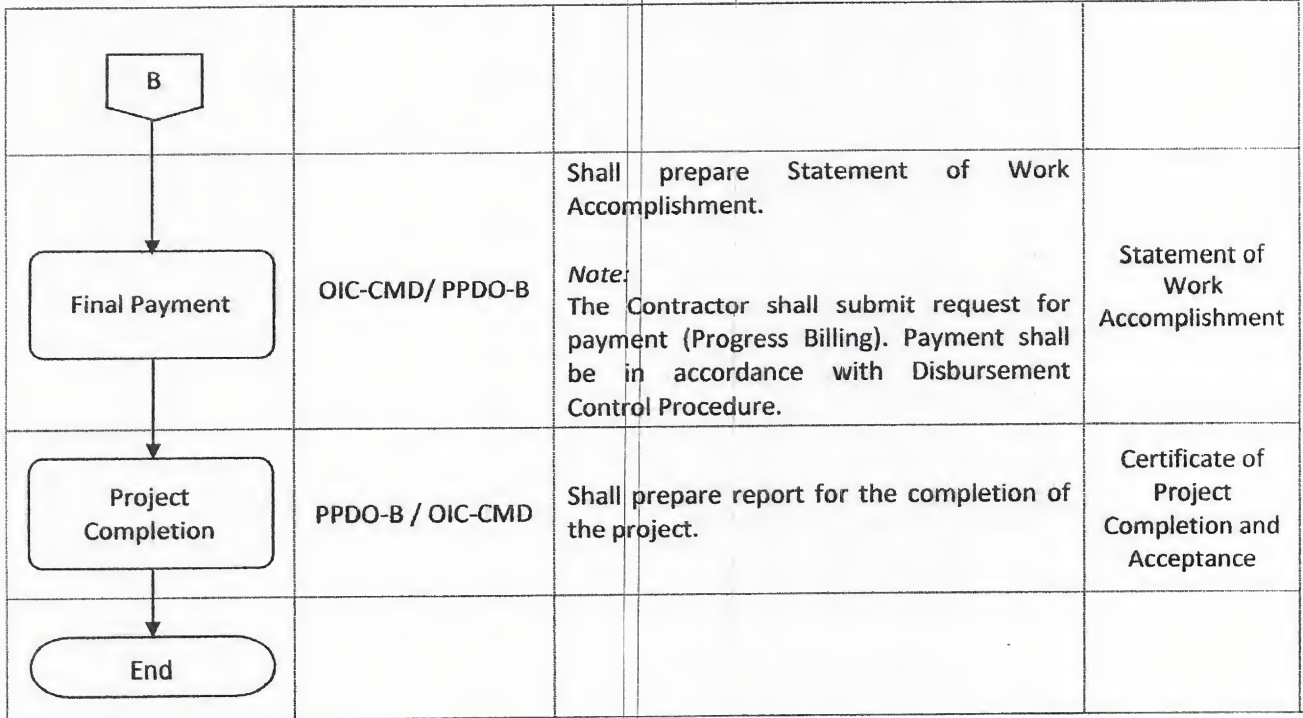
B			
Payment for Labor	PPDO-B/OIC-CMD	Shall prepare the documents and all necessary attachment for the payment of contract out labor. <i>Note:</i> The contractors need not submit a request for payment. Partial payment will be based on accomplishment and prevailing standard labor cost. Payment shall be in accordance with Disbursement Control Procedure.	Time Book and Payroll
Interconnection	PPDO-B/OIC-CMD	Shall supervise interconnect pipeline on existing lines and determine status of newly installed valves with the presence of the representative from Water Resources Planning and Design Division (WRPDD).	Checklist for the Turnover of Valves
Activation	PPDO-B/OIC-CMD	Shall prepare an internal communication to the Customer Accounts and Services Division (CASD) and Water Resources Planning and Design Division (WRPDD) indicating that the new pipeline laid is activated and ready for service connection.	Memo
Final Payment	PPDO-B/OIC-CMD	Shall prepare the documents and all necessary attachment for the final payment of contract out labor. <i>Note:</i> Payment shall be in accordance with Disbursement Control Procedure.	Final Payment
Project Completion	PPDO-B/OIC-CMD	Shall prepare a report for the completed project.	Certificate of Project Completion and Acceptance
End			

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6.2 Project Implementation for Infrastructure Projects

Process Flow	In-charge	Process Description	Records
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Start</div> ↓			
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Request of Materials</div> ↓	PPDO-B/OIC-CMD	Shall prepare request for the availability of materials needed in the projects. <i>Note:</i> Procurement of materials shall be in accordance with Procurement Control Procedure.	Request Form/ Purchase Requisition
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Securing Documents / Permits</div> ↓	General Manager/ OIC-CMD/PPDO-B	Shall secure permits from government agencies for projects affecting national roads and highways. <i>Note:</i> Written notice for implementation shall be made on local government units.	Permit / Received written notice
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Request for Quotation</div> ↓	General Manager/ PPDO-B/OIC-CMD	Shall solicit quotation for labor from contractors. <i>Note:</i> As per memorandum, selected engineering personnel are authorized to canvass for labor components from the list of accredited contractors. Abstract/Request for Quotation shall be approved by the General Manager prior to Notice to Proceed.	Request for Quotation Form / List of Accredited Contractors
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Selection of Contractor</div> ↓	General Manager/ OIC-CMD/PPDO-B	Shall select the lowest bidder for the project and issue Notice to Proceed.	Notice to Proceed (NTP)
<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">A</div>			

<div>A</div> <div>↓</div> <div>Coordination Meeting</div> <div>↓</div> <div>Project Monitoring</div> <div>↓</div> <div>Payment for Labor</div> <div>↓</div> <div>Final Inspection</div> <div>↓</div> <div>B</div>			
	General Manager / OIC-CMD/PPDO-B	Shall conduct a meeting with the selected contractor and project supervisor discussing the scope of works included in the implementation of the project.	Minutes of the Meeting
	OIC-CMD/PPDO-B/ Engineer Aide	Shall regularly monitor the implementation of the project and shall submit project accomplishment report every two (2) weeks from the start of the project. <i>Note:</i> A daily accomplishment form for the monitoring of the project includes the weather chart.	Project Monitoring Report
	OIC-CMD/PPDO-B/ Engineer Aide	Shall prepare the documents and all necessary attachment for the payment of contract out labor. <i>Note:</i> The contractors need to submit a request for billing before progress billing will be made. Payment shall be in accordance with Disbursement Control Procedure.	Progress Payment
	OIC- CMD/PPDO-B/ SWMM-B	Shall conduct the final inspection with the contractor.	Site Inspection Report



Reports	Frequency	Responsible
Project Monitoring Report	Twice a month	OIC-CMD/PPDO-B
Disinfection Report	Prior to the activation of the pipelines	OIC-CMD/PPDO-B/ SWMM-B
Certificate of Project Completion and Acceptance	After completion	OIC-CMD/PPDO-B/ SWMM-B
Daily Monitoring Report	Every week from the start of the Project	PPDO-B/ SWMM-B

7.0 PERFORMANCE INDICATORS

7.1 Officer-in-Charge of the Construction and Maintenance Division (CMD) shall ensure that all construction works are properly monitored and implemented.

<div style="border: 1px solid black; padding: 5px;"> Tanza Water District <small>Registration Mark:</small> <div style="text-align: center; margin: 10px 0;">OCT 17 2016</div> <div style="text-align: center;">MASTER COPY</div> </div>	<div style="border: 1px solid red; padding: 5px;"> Tanza Water District <small>Distribution Mark:</small> <div style="text-align: center; margin: 10px 0;">NOV 02 2016</div> <div style="text-align: center;">CONTROLLED COPY</div> </div>	<p><i>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.</i></p>
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8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1- Daily Monitoring Report
- 8.2 Form 2- Project Monitoring Report
- 8.3 From 3- Time Book and Payroll
- 8.4 Form 4- Disinfection Report
- 8.5 Form 5- Checklist for the Turnover of Valves
- 8.6 Form 6- Statement of Work Accomplishment
- 8.7 Form 7- Site Inspection Report
- 8.8 Form 8- Certificate of Project Completion and Acceptance

CMD-008-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

Daily Monitoring Report

Name: _____

Agency: _____

DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Tanza Water District
Certified by: OCT 27 2016
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TOTAL NO. OF HOURS
Tanza Water District
NOV 02 Approved by:
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CMD-008-00



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TANZA WATER DISTRICT
Tanza, Cavite

Daily Monitoring Report

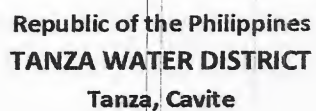
Name: _____

Agency: _____

DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Certified by: _____
Approved by: _____
TOTAL NO. OF HOURS



As on: _____

Location: _____

Tanza Water District	
Prepared by:	2016
Checked by:	
Approved by:	MASTER COPY

Tanza Water District

NOV 02 2016

CONTROLLED COPY

Prepared by:	2016	NOV 02 2016		
Checked by:				
Approved by:	COPY	CONTROLLED COPY		
		Printed Name	Signature	Date

TIME BOOK AND PAYROLL

[illegible]

I hereby certify that each person whose name appears on this roll place 02 certify that this roll is correct every person whose name appears here on rendered services for the time and the rates stated under my general supervision and approved payment of the roll.

MASTER COPY

I certify on my official oath that I have this ____ day of _____, 2016 set opposite his name he having presented himself, established his identity and affixed his signature or thumbmark on the space provided thereof. Unpaid services are indicated by red ink through the column "Amount Paid"

Note: When thumb mark is to be used in place of signature and space available is not sufficient the thumb mark may be impressed on the back here of with proper indication of corresponding labor number and on the corresponding line on the payroll & remarks: "see thumb mark on the back" should be written.

Disinfection Report

For the Period of: _____

[illegible]

Tanza Water District		Tanza Water District	
Prepared by:	27 Jul 16	NOV 02 2016	
Checked by:			
Approved by:	ER COPY	CONTROLLED COPY	
Printed Name		Signature	
Date		Date	



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

Checklist for the Turnover of Valves

General Information				
Inspector:		Inspection Date:		
Manufacturer:		Functional Tag Number:		
Model:		Date Manufactured:		
Serial Number:		Size & ANSI Rating:		
Documentation		<input checked="" type="checkbox"/>	Initials	Date
1.) Spot check turnover package		<input type="checkbox"/>		
2.) Operation and maintenance manuals are on site		<input type="checkbox"/>		
Dry Commissioning		<input checked="" type="checkbox"/>	Initials	Date
1.) Check Flow direction as applicable		<input type="checkbox"/>		
2.) Nameplate installed just below the operator		<input type="checkbox"/>		
3.) Shipping Blocking and restraints have been removed		<input type="checkbox"/>		
4.) Temporary plugs/caps have been replaced with applicable permanent fittings		<input type="checkbox"/>		
5.) Ensure stem threads are free of debris and lubricated. Check for damaged threads		<input type="checkbox"/>		
6.) Stem protector installed, drilled and vented		<input type="checkbox"/>		
7.) All Sealant injection fittings are installed and operational		<input type="checkbox"/>		
8.) All external mechanical components for tightness. Valve orientation correct.		<input type="checkbox"/>		
9.) Drain body bleeds, check for hydro-test medium (Above grade valves). Drain plug in place.		<input type="checkbox"/>		
10.) Gear operator lubrication level and type are acceptable. Breather installed correctly		<input type="checkbox"/>		
11.) Operator orientation correct. Extensions installed if required.		<input type="checkbox"/>		
12.) Operator mounting bolts are tight. Electrical commissioning checks are complete		<input type="checkbox"/>		
13.) Hand wheel installed and operational. Control buttons are operational		<input type="checkbox"/>		
14.) Valve cycle full open to full closed		<input type="checkbox"/>		
15.) Verify torque/ limit switch operation in open and closed positions.		<input type="checkbox"/>		
16.) Packing gland is properly installed.		<input type="checkbox"/>		
17.) Block and bleed operational.		<input type="checkbox"/>		
18.) Verify correct Thermal Relief flow path- Does NOT relieve to atmosphere		<input type="checkbox"/>		
		<input checked="" type="checkbox"/>	Initials	Date
1.) Inspect valve seals for leakage		<input type="checkbox"/>		
2.) Inspect block and bleed for integrity		<input type="checkbox"/>		
3.) Verify valve is holding		<input type="checkbox"/>		
Comments:				
Tanza Water District				
** Record any deficiencies found on the Commissioning deficiency list **				
Signed:	OCT 27 2016	NOV 02 2016	Date:	
Print Name:	MASTER COPY	CONTROLLED COPY	Company:	



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

STATEMENT OF WORK ACCOMPLISHMENT

Project Title:
Location:

ITEM	DESCRIPTION	QUANTITY	UNIT	ACCOMPLISHMENT		TOTAL WORK ACCOMPLISHMENT OF THIS PAYMENT	UNIT COST	TOTAL COST THIS PAYMENT	%WEIGHT
				TOTAL PROJECT	TOTAL COST PAID OF THIS PAYMENT				
I									
II									
III									
IV									
V									
Tanza Water District				TOTAL AMOUNT ACCOMPLISHED TO DATE LESS PREVIOUS COLLECTION					
OCT 27 2016				AMOUNT DUE THIS PAYMENT					

We, the undersigned, jointly certify on our honor that the work itemized above have been accomplished according to the approved plans, specifications, and requirement that we, personally and physically, verified the quantities and found the same to be correct; that this report reflects the physical and actual accomplishment of the project.

Prepared By:

Checked & Submitted By:

Approved By:

Project Name: _____ Location: _____	
SITE INSPECTION REPORT	
CONTRACTOR : _____ DATE : _____ TIME : _____	
FINDINGS	ACTION TO BE TAKEN
REMARKS:	
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Tanza Water District PREPARED BY: T 27 2016 MASTER COPY </div>	<div style="border: 1px solid red; padding: 5px; width: fit-content;"> Tanza Water District NOV 16 2016 APPROVED BY: CONTROLLED COPY </div>



Date:

CERTIFICATE OF PROJECT COMPLETION

ITEM DESCRIPTION:

Contractor

Division Head

General Manager

Date:

CERTIFICATE OF ACCEPTANCE

Tanza Water District
OCT 27 2016
ACCEPTED BY:
MASTER COPY

Tanza Water District
NOV 02 2016
CONTROLLED COPY

General Manager